

Session 11-08 a Regular Meeting of the Library Advisory Board was called to order on October 4, 2011 at 5:10 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS FAULKNER, SEAMAN, COGGER, SCHROEDER AND FLETCHER

ABSENT: BOARDMEMBER SEAMAN (EXCUSED)

STAFF: LIBRARY DIRECTOR ANN DIXON
DEPUTY CITY CLERK RENEE KRAUSE

APPROVAL OF THE AGENDA

Chair Faulkner requested a motion to approve the agenda.

FLETCHER/MUNN – MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF THE MINUTES *(Minutes are approved during regular meetings only)*

A. Meeting Minutes for the Regular Meeting on October 4, 2011

Chair Faulkner requested a motion to approve the minutes.

FLETCHER/MUNN - MOVED TO APPROVE THE MINUTES.

A brief clarification on the difference between grammatical corrections and corrections to content of minutes was stated by Ms. Krause in response to Ms. Fletcher's inquiry.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. Friends Report

Ms. Cogger reported that the Friends moved her up on the agenda so she was free to leave as her schedule demanded.

The main topic of the meeting during her visit was the landscaping at the library. She reported that the Friends have agreed to fund the weeding efforts for another year. They would also approach the Garden Club to volunteer. Signage was discussed to denote the gardens on the property.

Ms. Dixon added that they have also approved purchasing six e-readers for the public to check out.

There was no further discussion.

B. Next Friends Meeting – November 9, 2011 at 6:00 P.M. Library Conference Room

There were no discussions.

C. Director's Report – October 2011

Ms. Dixon reported that the major events for the month were the plant and book sale. They raised \$2800.00 and had a \$1000 donation. There was a number of Halloween related events such as a costume swap, face painting class on Halloween there was a special reading with attendance around 80 persons, adults and children; they did hand out candy to those in costume between 4:00 p.m. and 6:00 p.m. She additionally reported on the training opportunities that staff members were able to attend.

She has met with Bonnie Betley who is one of the sponsors for the Imagination Library and is nationally sponsored by Dolly Parton. The program allows persons with children five and under to sign up to get free books mailed to them. This program is directed to get early literacy into the home and to those with no home. There is a local component requirement too. They are thinking of offering the space to allow a Saturday story time.

She noted that they should be receiving the video conferencing equipment soon and they are looking into relocating some of the existing equipment in the conference room so that the new equipment can be installed.

Ms. Dixon reported that she attended the meeting and assisted in forming an action plan for the library grounds and acknowledged receipt of a proposed policy from Mr. Schroeder.

Discussion ensued on relocating the various pieces of equipment in the conference room and possible options available.

There was no further discussion.

D. Monthly Statistics – October 2011

Library Director Dixon distributed the statistics.

There was a brief discussion on where the monies reported on the fines/fees line item were deposited; clarification that public outreach is listed under school classes and that new line item should be shown for the outreach that is done at the schools and home bound persons.

There was no further discussion.

E. Landscape Committee Report

Ms. Cogger and Ms. Fletcher explained the color coded map that depicted the grounds of the library. It was noted that Mary Lou will be the Friends representative and contact for the committee.

A discussion ensued on the plan that was created and where the mowing will be performed. It was agreed that mowing will be done for 2 hours each week for 18 weeks. There was further discussion on the history of the landscaping and the issues resulting in the big weed problems and lack of maintenance. The friends will take care of the established gardens. There was an idea proposed to install picnic tables in one area and child's play area in the future. Ms. Cogger reported and Ms. Dixon confirmed that the City Manager has given a three year commitment to trim shrubbery each season.

A special note was made on the invasive species of Reed Canary Grass and staff looked online regarding this plant and stated she would forward the information link, <http://www.kenaiwatershed.org/reedcanarygrass.html>, to them on this grass. It was noted that while not much can be done at this time they can get prepared to address the problem first thing in the spring.

The committee members assured the Board that they will be able to have a plan suitable to present to council by the deadline established. They further expounded that they have just recently seen this information and will need to put some more time into these issues. They will cover the most important issues as they are informed.

There was no further discussion.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Library – Comments, Responses, Issues, and Challenges

There was no discussion.

B. Review on the Updated and Revised Sections of the Library Policies and Procedures Manual

The discussion opened with a recommendation to increase fees for library cards and leaving it to the Library Director's discretion on offering a reduction of 50%. It was also recommended to consider establishing a tiered fee system for cards based on age. Ms. Dixon did not agree with the added headache and work for staff to offer a tiered fee system or increasing the existing fee for a library card. She stated that for most it may be a hardship.

Circulation Policy - In response to questions on what method are late notices delivered to patrons and who determines the amount as a large delinquency. What is the limit \$50? \$100? Ms. Dixon stated that the notices are sent via US Mail and the amount is at the discretion of the Library Director. She noted that staff was just discussing this and deleting the name of the collection agency from the policy also. It was also noted under the Lost Materials there is mentioned a "processing fee" but there is no amount. A recommendation to charge a \$7.00 processing fee for incomplete materials and it should be consistent throughout.

Ms. Dixon noted that one reason not to do that is there is a separate Fines and Fees Policy and if you update one you would have to update the other. It was recommended to remove all mention of dollar amounts to be consistent.

Chair Faulkner stated that she recalled a previous discussion on increasing the late fees was held and asked if there was consensus on increasing the fees for overdue materials. She stated that this is the time to make those changes. She preferred to increase the fee to \$0.25. Mr. Schroeder again recommended a tiered fee schedule and Ms. Dixon said that would cause too much additional work on staff. Ms. Dixon reported that Fairbanks does not charge overdue fines and if you have overdue materials then you cannot check out any materials. She would like to have the same policy since it would save on staff time needed to send out the notices. Chair Faulkner stated this is the time to make those changes. Ms. Dixon felt that council would not look favorably on reducing or canceling fees since it helps fund the overhead incurred. It was noted that most public libraries have a longer check out period and this may be a consideration too.

There was discussion on coming back to the December meeting with the fines fees and copies amount broken down to reflect the amounts collected for each for the last three months, September, October and November.

Further discussion in response to a question on addressing people with general delivery addresses to get a library card, and Ms. Dixon has decided that coming up with a new category was a possibility. Staff expressed concern that currently an address was required to get a card. There are a number of patrons that live and get mail but it is addressed as general delivery. Staff was split on establishing a new policy and Ms. Dixon will be making an executive decision and bring it back at the December meeting.

Chair Faulkner stated that it has always been the policy to submit the policies as a whole to Council. Ms. Dixon that maybe in a year that could happen. She further stated that there are some new policies that are needed such as copyright, social media, graphic novels, and video conferencing. It was recommended to add WI-FI under the Internet Policy. There are some policies that require no changes. The main ones that staff have been working on is the library registration card policy, circulation policy, and confidentiality which has been the toughest one which after thought needs a bit more time. Ms. Dixon elaborated on the issues with the confidentiality law. The problem with the confidentiality law is the state is very simplistic stating all records are confidential. She will be speaking with the City Manager and get his recommendation. Library cards are issued under a toddler's name. This allows twelve items for each person in the family. When the materials are overdue and a minor then the parent is informed since they are legally responsible for the fees. Then they are allowed to know the title of the materials so they could collect and return the materials. It is a frequent occurrence that parents come in and check out materials under each card without the person present.

Further comments on the age of certain policies and that there have been changes over the last 10 years so it really needs to be done. It was recommended to get the policies they could be approved and start a rolling review policy, numbering the policies, establishing a Table of Contents and make sure that all the editing is completed.

Display and Exhibit Policies – Discussion on this policy included pros and cons on keeping it in the manual to allow for possible future use or deleting altogether. It was agreed by consensus that it should be left in the policies. If they delete this policy there will be a loss of all this work and it does state "may be allowed".

It was agreed by consensus to include the policy.

It was noted by Ms. Dixon that there may be up to three or four policies that the Board can review and submit to council in January for approval.

There was no further discussion.

C. Discussion on the Status of the 2012 Budget and Update

Ms. Dixon reported that the budget was before council and it has been very quiet.

Chair Faulkner remembered what set it off last year and advised the Boardmembers that if they heard anything negative regarding the budget let the clerk know so she can pass the information on to the remaining members of the board.

It was noted by the staff that there were only two more council meetings scheduled this year November 28, 2011 and December 12, 2011.

There was no further discussion.

NEW BUSINESS

A. Changing the Review Requirements on the Library Policies and Procedures

FLETCHER/SCHROEDER – MOVE THAT THE LIBRARY ADVISORY BOARD REVIEW POLICIES ON A ROLLING BASIS EVERY FOUR YEARS AND UPDATE THEM ACCORDINGLY.

Discussion included having the ability to add or delete policies as needed; changing and revising the policies to review and update four policies every year which will be on a four year review period. Once the policies are reviewed it would have a date and then approved four years from that time period. Chair Faulkner expressed her main concern was updating the nearly ten year old policies. It was noted that Ms. Dixon will direct this issue on completion of the policies and to forego the request to change to review schedule at this time.

The motion on the floor was pulled from consideration.

It was noted by the Chair there was an error in the Homer City Code reflecting the minimum number of members residing in the city. The Clerk acknowledged that error was already noted and scheduled for correction.

There was no further discussion.

INFORMATIONAL MATERIALS

There were no informational materials.

COMMENTS OF THE AUDIENCE

There were no audience comments.

COMMENTS OF THE CITY STAFF

There were no comments from staff.

COMMENTS OF THE COUNCILMEMBER *(If one is assigned)*

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Faulkner inquired if there was interest to have appetizers and finger foods at the December meeting. She commented that the Board did this last year and it made the last meeting of the year fun and a small celebration of the Christmas Season.

COMMENTS FROM THE BOARD

The Board commented agreeably to Chair Faulkner's suggestion. It was noted that the Board should bring a tad extra just in case there were members of the public present. They would eat during the meeting and not set aside a limited time to break from the meeting.

Boardmember Fletcher stated that the committee will have a meeting in December and will notify the Clerk on the day and time.

Boardmember Munn thanked the other members for taking on the Landscape Committee roles.

ADJOURNMENT

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 6:53 p.m. The next Regular Meeting is scheduled for December 6, 2011 at 5:00 pm at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____